



# National Science Foundation

## *Intergovernmental Personnel Act Vacancy*

**DIRECTORATE FOR EDUCATION AND HUMAN RESOURCES  
DIVISION OF HUMAN RESOURCE DEVELOPMENT  
ARLINGTON, VA 22230**

**ANNOUNCEMENT NUMBER:** E20020159A-IPA      **OPEN:** 08/30/2002      **CLOSE:** 10/30/2002

Vacancy announcement has been amended to cancel the recruitment for the Program Director position in the *Center of Research Excellence in Science and Technology (CREST) Program*.

### **THIS POSITION WILL BE FILLED UNDER THE TERMS OF THE INTERGOVERNMENTAL PERSONNEL ACT (IPA)**

The National Science Foundation (NSF) is seeking qualified candidates to fill a Program Director position for the Persons with Disabilities Program in the Division of Human Resource Development (HRD), Directorate for Education and Human Resources.

The Division of Human Resource Development serves as a focal point for NSF's agency-wide commitment to enhancing the quality and excellence of science, technology, engineering and mathematics (STEM) education and research through broadening participation by underrepresented groups and institutions. The Division's programs aim to increase the participation and advancement of underrepresented minorities and minority-serving institutions, women and girls, and persons with disabilities at every level of the science and engineering enterprise. Programs contribute to the development of a diverse, internationally competitive and globally engaged workforce of scientists, engineers, and well-prepared citizens.

The ***Persons with Disabilities Program (PPD)*** is dedicated to increasing the number of people with disabilities employed in the Nation's science, engineering, and technology workforce. PPD supports projects designed to bring about needed changes in academic and professional climates; increase the awareness and recognition of the needs and capabilities of students with disabilities; promote the accessibility and appropriateness of instructional materials, media, and educational technologies; and increase the availability of student enrichment resources, including mentoring activities.

Initial assignments under the IPA mechanism may be made for a period of one to two years, and may be extended for a third year. Individuals eligible for an IPA assignment include employees of State and local government agencies, institutions of higher education, Indian tribal governments, federally funded research and development centers and qualified non-profit organizations involved in public management in instances where such assignments would be of mutual benefit to the organizations involved. The individual remains an employee of the home institution and cost-sharing arrangements are generally negotiated between NSF and the home institution.

**STATEMENT OF DUTIES:** Program Director will be responsible for the planning and administration of the program within the framework of the legislation, agency policies, missions, objectives and resources.

- Develops and maintains a comprehensive program, specifying program objectives, identifying new Directorate thrusts, and outlining a sequence for development and execution.
- Manages an effective, timely merit review process, with attention to increasing the size and quality of the reviewer pools and ensuring participation by women, minorities and disabled scientists. Ensures an adequate number of reviews have been received prior to making funding decisions and addresses reviews with apparent conflicts of interest as well as reviews that may contradict sound funding decisions.
- Manages and monitors NSF grants, contracts, cooperative agreements, and interagency agreements. Ensures fulfillment of commitment to and by NSF. Evaluates program content by review of reports, publications, reverse site visits, or site visits. Revises budgets and project descriptions as necessary.
- Advises and assists in the development of short- and long-range plans, establishing goals and objectives for research and education programs. Plans the budget for the program considering past, present and future fiscal years, allocates resources within the budget distributing scarce resources among major competitive programs, and manages post-award evaluation.
- Manages program resources so as to provide optimal and appropriate scientific judgment to ensure integrity and consistency in the grant/declination process without conflicts-of-interest, balance among appropriate sub-fields and institutions, and participation of all qualified scientists and engineers. Incorporates cross-directorate responsibilities into program administration.
- Represents the Program, Division and Foundation within the scientific and education community, with other NSF Divisions, other appropriate agencies, organizations and academic and research institutions, and with the public.

**QUALIFICATIONS REQUIRED:** Applicants must have a Ph.D. or equivalent professional experience or a combination of education and equivalent experience in science, mathematics or engineering or science/mathematics/engineering education. In addition, six or more years of successful research, research administration, and/or managerial experience beyond the Ph.D. is required.

**HOW TO APPLY:** Individuals interested in an IPA assignment should submit a curriculum vitae or resume, and a publication list to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Arlington, VA 22230, Attn: E20020159A-IPA. In addition you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. Telephone inquiries may be referred to Maria Sutton at (703) 292-4364. Hearing impaired individuals may call TDD (703) 292-8044.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY

OMB No. 3145-0096  
Expiration: 7/31/2005

Vacancy Ann. #: \_\_\_\_\_ Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_ 2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- |                                                                                         |                                                                           |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 01 - Newspaper (specify) _____                                                          | 10 - Federal, State or local job information center                       |
| 02 - Contact with NSF Personnel Office<br>(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or<br>Veterans Administration |
| 03 - NSF-initiated personal contact                                                     | 12 - State employment office                                              |
| 04 - Science Magazine, or other professional journal or magazine<br>(specify) _____     | 13 - School or college counselor or other official                        |
| 05 - Affirmative Action Register                                                        | 14 - Private job Information service                                      |
| 06 - Attendance at conference, meeting or job fair<br>(specify) _____                   | 15 - Private employment service                                           |
| 07 - NSF recruitment at school or college                                               | 16 - Friend or relative working at NSF                                    |
| 08 - Colleague referral                                                                 | 17 - Friend or relative not working at NSF                                |
| 09 - NSF Bulletin                                                                       | 18 - NSF website                                                          |
|                                                                                         | 19 - Internet or other website                                            |
|                                                                                         | 20 - Other (specify) _____                                                |

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;  
6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs  
and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: \_\_\_\_\_

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER